

# Guide to the On-the-Job Training Program

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*This document provides guidance to Practitioners of the Healing Arts and their employees on the Indiana State Department of Health Department-approved On-the-Job Training Program. **Please read this document thoroughly prior to submitting any applications for the On-the-Job Training Program.***

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## Introduction

### What is the On-the-Job Training Program?

The Department-approved On-the-Job Training Program is a method by which persons can meet the educational requirement for certification as diagnostic x-ray machine operators in the State of Indiana. Indiana Code 16-41-35-29 (Appendix A) mandates that the Indiana State Department of Health (ISDH) “shall adopt rules...to regulate who may operate a radiation machine and what level of training and experience the operator must have.”<sup>1</sup> The rules adopted based on this law, 410 IAC 5-11 (Appendix B) require each individual who operates a diagnostic x-ray machine in the State of Indiana to “prominently display a current certificate at his/her place of employment authorizing all utilized procedures.”<sup>2</sup>

These rules require that each diagnostic x-ray machine operator complete two requirements; an educational requirement and a testing requirement. The educational requirement can be met by completing a Department-approved On-the-Job Training (OJT) Program.<sup>3</sup> The Executive Board of the ISDH (then the Indiana State Board of Health)<sup>4</sup> approved a Criteria for OJT Programs (Appendix C) which OJT Programs must comply with to meet the education requirement for certification.

### Categories of Certification

There are two broad categories of Diagnostic X-ray Machine Operator Certification and five sub-categories. The kind of certification a person has determines the kinds of radiographic procedures that the person can perform. The categories are:

**General** - General certification allows an individual to perform any radiographic procedure, and allows them to act without supervision. OJT is not allowed for this category.

**Limited** - Limited certification allows the individual to perform limited radiographic procedures, and requires that they have on-site supervision at all times. OJT may be conducted in each of these categories. The sub-categories are:

- ❖ Chest - Limited to radiography of the chest.
- ❖ Chiropractic - Limited to radiography of the spine and extremities.
- ❖ Dental - Limited to dental radiography.
- ❖ Limited General - Limited to radiography without the use of contrast media. May not perform mammography<sup>5</sup>.
- ❖ Podiatric - Limited to radiography of the foot, ankle and lower leg below the knee.

### What is this Guide?

The purpose of this Guide is to instruct practitioners of the healing arts (hereafter referred to as Doctors) and their employees (hereafter referred to as Students) in how to conduct a Department-approved OJT Program. Practitioners and their employees who wish to participate in the OJT Program should read this Guide thoroughly. Noncompliance with portions of this Guide can result in delays in the processing of your application for participation in the OJT Program, or denial of your application.

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<sup>1</sup> IC 16-41-35-29(a) - App. A

<sup>2</sup> 410 IAC 5-11-2 - App. B

<sup>3</sup> 410 IAC 5-11-5(b) - App. B

<sup>4</sup> Many of the source documents used for this guide still refer to the Indiana State Board of Health. In this document, all references to the “Board” should be considered to refer to the Indiana State Department of Health.

<sup>5</sup> 410 IAC 5-6.1-127(e)(1) states that any person operating mammography equipment must “have a general diagnostic x-ray machine operator’s certificate in accordance with 410 IAC 5-11.”

## Summary of the OJT Process

This summary is intended to give you an overview of how the OJT Program works. All of these sections will be discussed in more detail farther on in this Guide.

### Application

The Doctor and Student fill out the application form and mail it to the Indoor and Radiologic Health Program at the ISDH. The Indoor and Radiologic Health Program usually processes these applications within two to five weeks. No Training should be conducted until approval is received. It is illegal for the Student to take radiographs until approval is received.

### Approval

Once approval is received, the Doctor can begin to train the Student. Also, the Student can begin to operate diagnostic x-ray equipment under the Doctor's direct supervision. All training hours received and radiographs taken by the Student must be recorded.

### Completion

Once the minimum time period is completed (six months for most categories, twelve months for the Limited General category), the Doctor can submit the Documentation of Training (DOT) form showing that the person has completed all the training requirements. Once this is received by the Indoor and Radiologic Health Program, the Student will be automatically assigned the next available test opportunity.

### Testing

Each Student is given three consecutive opportunities to pass the examination. During this time period, the Student can still legally operate diagnostic x-ray equipment under the direct supervision of the Doctor. When the Student passes the examination, the Student will be automatically sent an Application for State Certification as a Diagnostic X-ray Machine Operator. If the Student should fail the examination three times, the Student will no longer be able to operate diagnostic x-ray equipment, and will be required to get further education before taking the test a fourth time.

## Application Process

### Who can apply?

#### Doctor

Any Indiana licensed practitioner of the healing arts can apply to conduct the OJT Program. The categories practitioners can apply to conduct OJT in are listed below:

Chest	M.D., D.O.
Chiropractic	D.C.
Dental	D.D.S., D.M.D.
Limited General	M.D., D.O., D.C.
Podiatric	D.P.M.

In making the application for the OJT Program you agree to abide by all the terms in the Department-approved Criteria for On-the-Job Training, found in Appendix C. Section I of Department-approved Criteria lists all of the items the Doctor must comply with.

There are several of these items that warrant special attention. Note that the Doctor must be present in the radiographic area every time that the Student takes a radiograph.<sup>6</sup> Also note that the Doctor must be

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<sup>6</sup>Department-approved Criteria, Section I., Part I. - App. C

able to provide instruction time to the Student.<sup>7</sup> As most Doctors are very busy people, with little free time, each Doctor should consider the time commitment carefully before applying for the OJT Program.

Also, each Doctor can have, at most, two students enrolled in the OJT Program at any time.<sup>8</sup> The OJT Program takes a lot of time to administer, and this ensures that the Doctor will not be overtaxed.

Finally, the Doctor's previous record on the OJT Program is taken into consideration when the decision is made whether a Doctor's application for OJT will be approved.<sup>9</sup> A Doctor should not sign a Student up unless the Doctor has a reasonable belief that the Student will complete the Program and pass the examination. The Indoor and Radiologic Health Program realizes that events beyond the control of the Doctor will sometimes prevent a Student from completing the program and passing the examination. However, the Doctor's overall record of OJT success will be considered. If a Doctor has had six or more students in the OJT Program, and none have ever completed the program and passed the examination, that Doctor's acceptability as a participant in the program will be reviewed. The Indoor and Radiologic Health Program can deny OJT applications on the basis of a Doctor's previous OJT record.

### **Student**

Any person currently employed by a practitioner of the healing arts can apply to participate in the OJT Program, as long as:<sup>10</sup>

- ❖ The Student is at least eighteen years of age.
- ❖ The Student is a graduate of High School or has a G.E.D.
- ❖ The Student has never been in the OJT Program in the same category before.

The Student must also be able to get at least twenty hours of clinical experience a week throughout the course of the OJT Program.<sup>11</sup> Clinical experience is defined as experience received while acting as a diagnostic x-ray machine operator, or as a medical, dental, chiropractic, or podiatric assistant. This does not count administrative duties, such as working as a receptionist or secretary.

## **Application Processing by the ISDH**

### **Filling out the Application Form**

Both the Doctor and Student should complete their respective portions of the application form. The Doctor should ensure that the Doctor's Radiation Machine Facility Registration Number is written in the upper right hand corner of the application. Each radiation machine facility in the State of Indiana is required to be registered with the Indoor and Radiologic Health Program. This number can be found on the Radiation Machine Facility Registration Certificate that should be posted conspicuously in the facility. If this certificate cannot be located, the Doctor should contact the Indoor and Radiologic Health Program and inquire about this number.

Note that the application requires both the Doctor and the Student to provide nine-digit zip codes. By using nine-digit zip codes, the ISDH is able to pay reduced postal rates, and hence save the State of Indiana money. The local post office should be able to provide the nine-digit zip code for any address in its area.

When the Doctor and the Student sign this form, they are agreeing to all the provisions of the Department-approved Criteria for OJT found in Appendix C. Therefore, both Doctor and Student should read this document carefully.

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<sup>7</sup> Department-approved Criteria, Section I., Part F. - App. C

<sup>8</sup> Department-approved Criteria, Section I., Part G. - App. C

<sup>9</sup> Department-approved Criteria, Section I., Part J. - App. C

<sup>10</sup> Department-approved Criteria, Section II. - App. C

<sup>11</sup> Department-approved Criteria, Section III., Part G. - App. C

## Application Processing

When the application is received by the Indoor and Radiologic Health Program, it will first be checked to ensure that it has been completed properly. If any information is missing from the application, it will be returned to the Doctor without further processing.

If all information is present, the Radiation Machine Facility file corresponding to the Registration number on the application will be checked to ensure that it is currently in compliance with applicable regulations. This means that the facility must have had a survey done by an approved Physicist or Inspector within the appropriate time frame (every 36 months for Dental facilities, 24 months for Podiatric facilities, 12 months for all other facilities), and that all violations found on that survey have been cleared. If there are any questions as to whether the facility is in compliance, the Doctor should contact the Indoor and Radiologic Health Program to check the facility's status.

The Student's name and social security number will be checked to ensure that the Student has never enrolled on the OJT Program previously. Also, the Doctor's record on the OJT Program will be checked. If any persons have been removed from the OJT Program due to no response from the Doctor at the end of the allowed time frame, no further OJT applications will be approved until the Doctor sends some explanation of why that person did not complete the OJT Program.

If the Application is approved, an Order to Grant Approval for Participation in the OJT Program will be sent to the Doctor, along with the original application. A copy of this letter will be mailed to the Student, along with the ISDH Study Guide. This Study Guide is what is referred to as the "approved State Department of Health study guide(s)" in the Department-approved Criteria for the OJT Program.<sup>12</sup> The Student will be given an Enrollment Date. When the Doctor receives this letter, training can begin and the Student can begin taking radiographs under the Doctor's direct supervision. If the Application is denied, it will be returned to the Doctor with a letter describing the reason for denial.

## Conduct of the Program

### Length of Program

The OJT Program has both a minimum and a maximum time frame that must be adhered to. For all categories except for the Limited General category, this time frame is a minimum of 6 months to a maximum of 12 months from the Enrollment Date. The Limited General category has a minimum time frame of 12 months and a maximum of 24 months.

### Formalized Training

The Student must receive a certain minimum amount of hours of formalized training during the course of the program. These hours of training are listed in the Department-approved Criteria for the OJT Program in Section III., Part F. in Appendix C of this document. An hour of formalized training is an hour in which someone trains the Student on a specific subject in a classroom type setting. Providing the Student with a book to read is not sufficient.

The Doctor does not have to personally provide this training. The Doctor can choose to have some other qualified person give this training. This includes sending the Student to organized training courses. If the Student participates in an organized training course, the Doctor should look at the syllabus of the course and divide the hours spent at the course amongst the categories of training listed in Section III., Part F., as appropriate.

You should have received a copy of the "Suggested Study Materials" to assist Doctors in the completion of the required formalized training. This list is provided as a service to the Doctors and their Students.

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<sup>12</sup>Department-approved OJT Criteria, Section I., Part E. - App. C



## Training Logs

The Doctor must keep two training logs. The first log is a log of the training hours received to date by the Student.<sup>13</sup> The second is a log of all radiographs taken by the student to include the patient's name and date of the radiograph.<sup>14</sup> There is no prescribed format for these logs. They will not have to be sent to the Indoor and Radiologic Health Program at the completion of the training, but they should be maintained by the Doctor. The Indoor and Radiologic Health Program may choose to inspect these records at any time to ensure that the training is conducted in the proper fashion.

## Supervision of Radiographic Procedures

The Doctor is required to be present in the radiographic area whenever the Student takes a radiograph of a patient. This means the Doctor **must** be in the room with the Student whenever the Student takes Radiographs.

## Deletion from Program

If a Student cannot or does not finish the OJT Program or if the Student leaves the OJT Program for some reason, the Doctor must immediately notify the Indoor and Radiologic Health Program that the Student is no longer enrolled on the OJT Program, and the reason that the person is no longer enrolled. The Doctor should provide the Student with a copy of the Documentation of Training form showing the amount of formalized training that has been completed to date.

## Completion of the Program

When the minimum time frame has elapsed, and the minimum amount of formalized training has been completed, the Doctor can submit the Documentation of Training form showing that the Student has completed the training program. This form is on the reverse side of the original OJT application form. Copies of this form can be obtained from the Indoor and Radiologic Health Program. The Doctor and Student should both initial the amount of training hours received and the Doctor should sign the form. When the form is received by the Indoor and Radiologic Health Program and accepted, the Student will be automatically assigned to the next available examination opportunity. The Student will be sent a letter describing the next step in taking the required examination. The Doctor will be sent a copy of this letter.

Both the Doctor and Student should understand that the next available examination opportunity will not necessarily be the nearest examination opportunity in time. The deadlines for submission of names to the various examination providers can be as far as ninety days ahead of the actual examination date.

## Examination Process

### Number of Examination Opportunities

Each Student is allowed three opportunities at the required examination. These opportunities are consecutive, and are assigned to the Student when the first examination opportunity is assigned. If the Student does not take the examination on one of their assigned opportunities, it will still be counted as an opportunity, and is functionally identical to failing that examination. Only medical excuses and "acts of God" are accepted as reasons for missing an assigned examination opportunity. However, the Indoor and Radiologic Health Program must be notified as soon as possible that the Student will not be attending the examination. Notification before the examination, if the reason is known in advance, is preferred. An exemption is more likely to be approved if the Indoor and Radiologic Health Program is notified in a timely manner.

### Temporary Status

If the Student fails the examination on their first attempt, the Student is placed on Temporary Status and is no longer considered a Student. This Status lasts until after the third consecutive examination attempt.

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<sup>13</sup> Department-approved OJT Criteria, Section I., Part H. - App. C

<sup>14</sup> Department-approved OJT Criteria, Section I., Part L. - App. C

While a person is on temporary status, that person can continue to take radiographs under the Doctor's direct supervision. The person also no longer counts towards the two Student limit for the Doctor.

## Failing the Third Time

If the person on Temporary Status fails the examination for the third time, that person is no longer able to legally take radiographs in the State of Indiana. That person will be required to get further tutoring in radiography before being allowed to take the examination a fourth time. The amount of tutoring required will be determined by the person's performance on the third examination attempt. The person will be notified by certified mail as to the number of hours of tutoring that will be required.

## Passing the Examination

If the person passes the examination, they are now eligible to apply for state certification as a diagnostic x-ray machine operator. The person should receive an application for state certification along with the ISDH notification that the person has passed the examination. However, it is the person's responsibility to apply for this certification. The person has two weeks after notification that they have passed the examination to apply for this certification. Beyond this two week period, the person can no longer legally operate diagnostic x-ray equipment.

## Transfers and Extensions

### Transfers

It is possible for a Student to transfer to a new Doctor's supervision. To do so, the new Doctor must submit an OJT application with the word "TRANSFER" written at the top. If this application is approved, a letter will be mailed notifying the Doctor of the approval. The new Doctor will be granted whatever time remains on the OJT Program of that Student. For example, if a Student has been on Chiropractic OJT for 3 months, and transfers to a new Doctor, the new Doctor will have 9 months remaining to complete the Students training. The new Doctor can count any formalized training that the previous Doctor completed with the Student towards the total required. However, the new Doctor takes responsibility for the Students training, and will be held accountable for the Student's success or failure at taking the examination.

### Extensions

Sometimes a Doctor may not be able to complete the required formalized training during the 1 year (2 years for Limited General) that is allowed for the OJT Program. It is possible to get an extension to this time limit. To get such an extension, the Doctor or Student must submit a request for the extension prior to the end of the allowed OJT training period. This request must describe the reasons why the Student has not already completed the training required, the amount of training already completed, and an estimate of the amount of time needed to complete the remainder of the training. Doctors seeking an extension should know that extensions are not normally granted for more than 3 months, unless very compelling reasons are given for a longer extension.

## Appendix A

### Indiana Code 16-41-35-29

#### 16-41-35-29 Radiation machines; operation; licenses; inspection

Sec. 29. (a) The state department shall adopt rules under IC 4-22-2 to regulate who may operate a radiation machine and what level of training and experience the operator must have. Rules adopted by the state department must exempt from testing to establish initial qualifications an individual who holds a certificate issued by the American Registry of Radiologic Technologists.

(b) The state department shall issue a license to an individual meeting the requirements of the rules adopted under subsection (a) for a radiologic technologist upon the payment to the state department of a thirty dollar (\$30) fee and the cost of testing to establish initial qualifications. The license is valid for twenty-four (24) months. The state department shall establish a fee for the renewal or duplication of a license not to exceed thirty dollars (\$30).

(c) Every owner of a radiation machine, including an industrial radiation machine, shall have the machine inspected in accordance with procedures and standards established by the state department. The state department shall adopt rules under IC 4-22-2 establishing the procedures and standards applicable to inspections of radiation machines. *As added by P.L.2-1993, SEC.24*



## **Appendix B**

### **Rule 410 IAC 5-11**

**Effective September 12, 1987**

#### **410 IAC 5-11-1 Definitions**

Sec. 1. As used in 410 IAC 5-11:

"Board" means the Indiana State Department of Health.

"Board-approved" means that a matter has been presented to the Board for consideration and has received the Board's approval.

"CAHEA" means Committee on Allied Health Education and Accreditation.

"Certificate" means a license and the term is used synonymously with license pursuant to IC 16-41-35-29(c).

"Certification" means an authorization to operate a radiation machine in some capacity. This term is used synonymously with licensure pursuant to IC 16-41-35-29.

"Committee" means the Radiologic Technology Certification Committee.

"Dental hygienist" means a person licensed under IC 25-13-1.

"General certification" means an authorization to perform all diagnostic radiographic procedures.

"JRCERT" means Joint Review Committee on Education in Radiologic Technology.

"Limited certification" means an authorization to perform diagnostic radiographic procedures limited to specific areas of the human body and done with direct on-site practitioner supervision.

"On-the-Job Training Program (OJT)" means a board-approved course of study which is coordinated by the sponsoring practitioner of the healing arts.

"Operator" means that person, under the direction of a healing arts practitioner, who physically positions the patient and the X-ray film, sets the exposure factors and actuates or directs the actuation of the X-ray tube for diagnostic purposes.

"Practitioner of the healing arts" means a person licensed to practice medicine or osteopathic medicine, pursuant to IC 25-22.5; to practice dentistry, pursuant to IC 25-14-1; to practice chiropractic medicine, pursuant to IC 25-10-1; and to practice podiatric medicine, pursuant to IC 25-29-1.

"Radiation machine" means a diagnostic X-ray machine.

"Radiologic technologist" means an individual, other than a licensed practitioner, who (a) performs, may be called upon to perform, or who is certified to perform a comprehensive scope of diagnostic radiologic procedures employing equipment which emits ionizing radiation and (b) is delegated or exercises responsibility for the operation of radiation generating equipment, the shielding of patient and staff from unnecessary radiation, the appropriate exposure of radiographs or other procedures which contribute to any significant extent to the site or dosage of ionizing radiation to which a patient is exposed. Radiologic technologists are distinguished from personnel whose use of diagnostic procedures is limited to a few specific body sites and/or standard procedures, from those personnel in other clinical specialties who may occasionally be called upon to assist in diagnostic radiology, and from those technicians or

assistants whose activities do not, to any significant degree, determine the site or dosage of radiation to which a patient is exposed.

"Radiologic technology" means the application of X-rays to human beings for diagnostic or therapeutic purposes.

"Student" means a person attending a Board-approved course in radiologic technology or a person who has satisfactorily completed a Board-approved course in radiologic technology and has not yet received his/her results from the first certification test after his/her completing of the course.

"Temporary status" means an authorization to operate a radiation machine on human beings for a period of time not to exceed the notification of the results of the third consecutive test date after completion of a Board-approved training course.

#### 410 IAC 5-11-2 Display of certificate

Sec. 2. Any operator must prominently display a current certificate at his/her place of employment authorizing all utilized procedures.

#### 410 IAC 5-11-3 Exemptions

Sec. 3. Exemptions to 410 IAC 5-11:

- (a) practitioners of the healing arts are exempt;
- (b) dental hygienists licensed with the State of Indiana are exempt;
- (c) students in Board-approved programs of general radiologic technology under the direction of a certified radiologic technologist are exempt;
- (d) students in Board-approved programs of limited radiologic technology under the direction of a healing arts practitioner are exempt;
- (e) students in healing arts practitioner schools where the student is under the direction of a practitioner of the healing arts are exempt;
- (f) students participating in Board-approved OJT programs under direct on-site supervision of a practitioner of the healing arts are exempt;
- (g) operators of radiation equipment on other than living human beings are exempt;
- (h) radiologic technologists who were certified by the American Registry of Radiologic Technologists (ARRT) or any other similar professional organization recognized and approved by the Board are exempt from the requirements found in 410 IAC 5-11-4 or 410 IAC 5-11-5 and will be granted a certificate upon proof of certification by the professional organization and the satisfactory completion of an application form approved by the Board;
- (i) **While this part of the rule has not been officially repealed, the law which authorized it has been officially repealed. Therefore, this part of the rule is no longer valid.**
- (j) an individual from another state seeking reciprocity with Indiana in the area of limited dental radiography will be granted a limited certificate upon the satisfactory completion of an application form approved by the Board and providing proof of passing the Dental Assisting National Board (DANB) exam for general chairside assisting;

(k) the Board may grant such exemptions or exceptions from the requirements of 410 IAC 5-11 as it determines are necessary and will not result in any undue hazard to public health and safety.

#### 410 IAC 5-11-4 General certification

Sec. 4. The requirements for the general certification of diagnostic X-ray machine operators for use on human beings are as follows:

(a) An applicant for general certification as an operator of a radiation machine who is not elsewhere exempted in 410 IAC 5-11 shall:

- (1) have graduated from a CAHEA/JRCERT approved program;
- (2) have satisfactorily completed the Board-approved American Registry of Radiologic Technologists examination and be certified by the American Registry of Radiologic Technologists in diagnostic radiology designated as ARRT(R);

(3) have satisfactorily completed an application form approved by the Board.

(b) An applicant may challenge the Board-approved examination three (3) consecutive times with a valid temporary status letter. After the third unsuccessful attempt at the board-approved examination, the temporary status is no longer valid and the applicant must refrain from taking radiographs in Indiana until he/she is successful in passing the examination.

(c) All certificates are valid for two (2) years.

#### 410 IAC 5-11-5 Limited certification

Sec. 5. Limited certification may be granted to operators in five (5) areas:

(a) Areas of practice are limited as follows:

- (1) chest X-ray procedures are limited to radiography of the chest only;
- (2) chiropractic X-ray procedures are limited to spine and extremities;
- (3) dental X-ray procedures are limited to dental radiography;
- (4) limited general X-ray procedures are limited to radiography of the human body without the use of contrast media;
- (5) podiatry X-ray procedures are limited to radiography of the foot, ankle, and lower leg below the knee.

(b) Applicants for limited certification as operators of diagnostic X-ray equipment not elsewhere exempted in 410 IAC 5-11 must comply with the following requirements:

(1) dental radiography applicants shall have satisfactorily completed either a formal education program from a school whose radiographic program is approved by the Commission on Dental Accreditation or a formal educational program approved by the Board or a Board-approved OJT program;

(2) limited general, chest, chiropractic and podiatric radiology applicants shall have first satisfactorily completed a Board-approved OJT program.

(c) Applicant shall have satisfactorily completed an examination approved by the Board; after fulfilling requirement of subdivision (b)(1) or (b)(2) of this section:

(1) the Board-approved examinations for limited certification follows:

(A) In the area of dental radiography either the Dental Assisting National Board (DANB) examination in general chairside assisting or the DANB Dental Radiation Health and Safety examination.

(B) In the areas of chiropractic radiography either the American Chiropractic Registry of Radiologic Technologist (ACRRT) examination or the Indiana State Department of Health Board-approved examination.

(C) The Indiana State Department of Health examination is the board-approved exam for the following limited areas; chest radiography, limited general radiography and podiatric radiography.

(2) applicant may challenge the Board-approved examination three (3) consecutive times with a valid temporary status letter.

(3) after the third unsuccessful attempt at the Board-approved examination, the temporary status is no longer valid and the applicant must refrain from taking radiographs in Indiana until he/she has had further Board-approved education and passed the Board-approved examination.

(d) Applicant must have satisfactorily completed an application form approved by the Board indicating the appropriate limited category.

(e) Limited certificates are valid for two (2) years.

(f) Operators who have been granted a limited certification shall at all times have on-site practitioner supervision. The practitioner shall be responsible for assessment of the diagnostic quality and pathology of the radiograph exposed by the operator with limited certification.

#### 410 IAC 5-11-6 Renewal of certification

Sec. 6.(a) Thirty (30) days prior to the expiration of a person's certification, a renewal application for certification for a term of two (2) years shall be submitted to the Board on a form approved by the Board.

(b) An individual whose certificate has been expired for longer than four (4) months will be required to resubmit all Board-required documentation to receive certification.

(c) An individual with an expired certificate shall not take radiographs in Indiana until recertified.

#### 410 IAC 5-11-7 Denial, revocation and suspension of certificates

Sec. 7.(a) The certificate of any operator may be denied, revoked, or suspended by the Board if after due hearing the Board determines that the operator:

(1) has engaged in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public;

(2) becomes a drug-abuser as defined in IC 16-13-6.1-2;

(3) becomes an alcohol-abuser as defined in IC 16-13-6.1-2;



- (4) develops such physical or mental disability or other condition that continued practice or performance of his/her duties may be dangerous to patients or the public;
  - (5) fails to comply with any rule of the Board relating to the certification of operators or sources of radiation; or
  - (6) has operated an X-ray machine that does not meet all applicable requirements set forth in 410 IAC 5-6 (Radiological Health X-rays in the Healing Arts) or any rule of the Board.
- (b) When the certificate of any person has been revoked or suspended as herein provided, the Board may, after the expiration of two (2) years, entertain an application for restoration of such certificate.

#### 410 IAC 5-11-8 Charges against operators; hearings

Sec. 8. The Board shall furnish the certificate holder with written notice setting out the substance of each offense charged, with sufficient detail to reasonably apprise such person of the nature, time and place thereof. The certificate holder shall have the right to be present in person or be represented by counsel, to present evidence, and to be heard in opposition to the charges which may be instituted. The hearing may be conducted by a hearing officer appointed by the Board and shall be in accordance with IC 4-22-1.

#### 410 IAC 5-11-9 Radiologic Technology Certification Committee; duties

Sec. 9. To assist the Board in administering 410 IAC 5-11, a Radiologic Technology Certification Committee described below shall be appointed by the Board and should consist of two (2) licensed physicians who limit their practice to radiology, one (1) family practitioner, and one (1) chiropractor, one (1) podiatrist, one (1) dentist, and three (3) radiologic technologists.

- (a) The Committee may evaluate the training and experience of applicants and make recommendations to the Board.
- (b) The Committee may recommend amendments of 410 IAC 5-11 to the Board.
- (c) The Committee will assist the Board in any directed capacity.
- (d) The Committee may develop application forms for approval by the Board.

#### 410 IAC 5-11-11 Use of testing services and review committees

Sec. 10. The Board and the Radiologic Technology Certification Committee may utilize nationally accepted testing services and review committees to assist in the administration of 410 IAC 5-11.



## Appendix C

### Indiana State Department of Health Approved Criteria for On-the-Job Training Program for Limited Certification

#### I. Practitioners eligible to enroll students for On-the-Job Training (OJT)

- A. Must have an established practice.
- B. Need assistants in the following areas:
  - 1. Dental
  - 2. Podiatry
  - 3. Chiropractic
  - 4. Limited General (practitioner on-site and no contrast media used)
  - 5. Chest
- C. Agree to inform the student of the principles of radiation protection and operation of radiographic equipment prior to the student exposing patients.
- D. Permission to conduct the curriculum for this Board-approved OJT course of study must be obtained from the Indiana State Department of Health prior to its implementation.
- E. Agree to have the approved State Department of Health study guide(s) available to the student.
- F. Agree to make instruction times available to the student.
- G. Agree to have not more than two (2) students in training at any one time.
- H. Agree to document times of attendance and length of training period.
- I. Shall be on-site (present in the radiographic area) when radiographic examinations are being performed by the student. The Practitioner must be present in order to assist and evaluate the student's performance in terms of positioning, radiation protection and radiographic film quality.
- J. Realize that the testing success rate of students in the OJT Program will be monitored by the Board and the Board retains the prerogative of program review and the possibility of suspension of training privileges.
- K. Sponsoring Practitioner shall provide to each student enrolled, prior to the implementation of training, a copy of this Board approved criteria.
- L. All radiographic procedures performed by the OJT student shall be documented to identify the student and practitioner present, the date performed, and the patient on which that procedure was performed.
- M. Only enroll a student in the OJT Program once.<sup>1</sup> Agree to immediately notify the State Department of Health if the student for some reason is unable to complete the program or if the student leaves the employ of the physician.

#### II. Requirements for Those Individuals Wishing to Enroll in an On-the-Job Training Program

- A. Shall be at least 18 years of age.

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<sup>1</sup> in the same category.

- B. Shall be a high school graduate.
- C. Only enroll in the program once.<sup>2</sup>

### III. Required Minimum Length of Training Program

- A. Dental -- 6 months (maximum 12 months)
- B. Podiatry -- 6 months (maximum 12 months)
- C. Chiropractic (spine and extremities) -- 6 months (maximum 12 months). Based on the needs of the chiropractic office, chiropractors whose scope of practice requires more fully trained individuals may sign students up for the one (1) year limited general On-the-Job Training Program.
- D. Chest -- 6 months (maximum 12 months)
- E. Limited General -- 12 months (maximum 24 months)
- F. Required minimum hours of formalized training in the outlined areas:

	<b>6 Month Course</b>	<b>12 Month Course</b>
1. Radiation Protection	5	10
2. Radiation Biology	5	6
3. Patient Positioning	20	40
4. Film Processing	5	5
5. Technique Factors	20	50
6. Patient Protection	5	5
7. Emergency Procedures	5	5
8. Anatomy	10	40
G. Clinical experience shall consist of a minimum of 20 hours per week.		

### I. How a Practitioner Enrolls a Student

- A. Complete the front side of the On-the-Job Training application and return the application to the address indicated on the application.
- B. Once approval of the program has been granted by the Indiana State Department of Health, then the approved application and OJT Program criteria will be mailed to the practitioner. The study guide will be mailed to the student.
- C. When approval has been granted, the student may proceed with the outlined course of study (documentation to be completed on the reverse side of the approved application).

### II. Completion of Program and Certification

- A. When the reverse side of the approved On-the-Job Training application is completed at the end of the designated training period, return it within 30 days to the Indiana State Department of Health.
- B. Upon receipt of the completed On-the-Job Training application, the student will be assigned a certification test date (the first available test date after completion of the course of study).
- C. Upon successful completion of the written examination, the student will be mailed an application for the appropriate limited certification. Upon receipt of the application, the Board will issue the appropriate certificate.
- D. If the student is unsuccessful in his/her first attempt at the certifying examination, the student will be notified that he/she is on temporary status.<sup>3</sup>

1. Temporary status continues until one of the next two succeeding examinations is passed (not taking the next available test for any reason constitutes a failure).<sup>4</sup>
2. Upon passing the certifying examination the student will be sent an application for the appropriate certificate. Upon receipt of the application, the Board will issue the appropriate certificate.
3. Unsuccessful attempts at all three (3) examinations terminate the temporary status. The student must then refrain from taking radiographs in Indiana until he/she has had further Board-approved education and has passed the Board-approved examination.
4. After a student receives Board-approved education and fails the Board-approved examination for the fourth time, they must graduate from a school approved by the Indiana State Department of Health **or** the American Dental Association Commission on Dental Accreditation **or** the Committee on Allied Health Education and Accreditation of the American Medical Association before they can challenge the Board-approved examination again.

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<sup>2</sup>in the same category

<sup>3</sup>The expiration date on the temporary status will be immediately terminated upon notification of failure to pass the third available exam or upon receipt of a limited certificate.

<sup>4</sup>Contact the Indiana State Department of Health for the next available test date.





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# Indiana State Department of Health

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"...helping Hoosiers attain the highest level of health possible."